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17 January 1958

MEMORANDUM FOR: CIA Career Council

SUBJECT: Procedure for Selection of Candidates for Non-CIA Civilian Awards

1. At its 43rd meeting on 23 May 1957, the Council recommended to the Director, and on 29 June 1957 the Deputy Director approved

a. That the Agency participate, within appropriate standards of security, in programs of awards to federal employees for outstanding service;

b. That the Director of Personnel be responsible for the administration of these programs;

c. That the Deputy Director (Intelligence), (Plans), and (Support), and Coordination identify to the Council persons whom they consider qualified for awards for outstanding service and who may be publicly identified with the Agency; and

d. That the Career Council review all nominations and make its recommendations to the Director.

2. At present these programs are:

| Programs | Deadlines for Submission of Nominations |
|-----------------------------------------------------|--------------------------------------------|
| National Civil Service League Career Service Awards | 1 May 21 Feb. |
| Rockefeller Public Service Awards | 1 October |
| Arthur S. Flemming Awards | 1 December |
| National Capital Award | 10 January |
| William A. Jump Memorial Award | 1 February |

3. Although the criteria of each of these programs varies somewhat and the programs themselves emphasize slightly different objectives, it is quite possible for a person who has rendered outstanding service to be considered for any one of several. Therefore, the Council will be able to make more judicious recommendations to the Director if all candidates for these awards are considered simultaneously. The ~~month of March~~ is the most appropriate time for the Council's consideration in order to provide necessary time for preparation of the cases prior to the deadline of the submission of nominations by the Director to the awards committees. *early fall*

4. It is recommended:

a. That the Director of Personnel notify in ~~February~~ *September* of each year the Deputy Directors of their opportunity to nominate candidates for the several awards, and

b. That the Council review the nominations and make its recommendations to the Director in ~~March~~ *October* each year.

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Executive Secretary, CIA Career Council

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